

Report for Week Ending 5 February 1958
from
RECORDS DISPOSITION

1. Contributions:

- a. Assisted Medical Staff with the retirement of 2 cu. ft. of records from J Building. Also met with the Registrar to discuss methods for retiring chart files and X-ray files. Previous transfers have been made alphabetically. However, Medical has switched over to a numerical filing system and the staff was undecided on the method for retiring at this time.
- b. Met with members of ONE Staff to discuss retirement and destruction of some of their records. Twelve boxes of records were prepared for transfer to the Records Center with perhaps more to follow. A change in logging methods was discussed with the Mail Room personnel. Several methods are being considered by them.
- c. Three cubic feet of records was retired from the Office of the Chief, Management Staff to the Records Center.

2. Assignments 25X1A9a

a. Project 6-40 OCR [REDACTED]

Awaiting processing of our request for disposal authority through National Archives and Congress. 25X1A9a

b. Project 6-95 Office of Personnel [REDACTED]

25X1A9a The complete revised Records Control Schedules has been forwarded to [REDACTED] ARO/OP who will present it to the Director/OP for approval. 25X1A9a

25X1A8a c. Project 8-18 O [REDACTED] [REDACTED]

25X1A8a Schedule has been reviewed and signed by the Division officials and returned for approval by [REDACTED]

d. Project 8-20 ORR [REDACTED]

25X1A9a

No change.

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e. Project 8-56 ORR Geographic Area [REDACTED]

Installation of subject-numeric file system completed in files of the Chief, Geographic Area. Installation will begin in the Cartography Division on Monday.

f. Project 8-53 OTR [REDACTED]

Schedule for the Budget and Fiscal Section, Administrative Branch, has been approved. Schedules for the Operations School and the Instructional Services Branch have been prepared and submitted for approval and signature.

25X1A8a g. Project 8-55 - 00 [REDACTED]

25X1A9a

A floor layout is being prepared for the area to be used in conjunction with defining the nature of the filing problem in this Branch. 25X1A9a

h. Project 8-57 DD/S [REDACTED]

Audit of the DD/S schedule is being resumed.

i. Filing Equipment Requisition Review [REDACTED]

25X1A9a

- (1) A purchase order for 22 5 drawer filing cabinets has been returned to the Procurement Division/OL, with recommendations that it be cancelled. A review of the Stock Status report indicated that there are over 600 other filing cabinets in the [REDACTED] that could be substituted for the item requested. 25X1A6d

- (2) A requisition for 8 insulated filing cabinets was returned to the Office of Communications with the recommendation that it be cancelled. These cabinets were to be delivered to the [REDACTED] 25X1A6a

25X1A6a [REDACTED]

(3) Office of Security - Shelf Filing

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Approval of a requisition for Open File Shelving for the Office of Security was approved by this Staff and forwarded to the Stock Management Section/OL. Mr. [REDACTED] of the Stock Management Section indicated that he felt the shelving should be purchased by the closed bid process and not from a particular vendor. This was confirmed by the Procurement Division and coordinated with Mr. [REDACTED] ARO/OS. Specifications are now being developed by this Staff for the procurement of the equipment. 25X1A9a

j. Comptroller, Machine Records Division [REDACTED]

No change from previous report.

k. Map Library Division/ORR [REDACTED]

25X1A9a

No change from previous report.

1. CIA Library/OCR [REDACTED]

25X1A9a Contacted Mr. [REDACTED] of the CIA Library and made arrangements to meet and discuss the filing problem in this area.

m. Vital Materials Program

1. A meeting was held with representatives of ORR/Services Division and Mrs. [REDACTED] Logistics/Printing and Reproduction to make arrangements for filming vital records. This filming started this week.
2. In answer to a request from the Executive, OSI, we are establishing a historical file for that office. It is expected that a good portion of this material can be retired or destroyed.

3. News

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a. Mr. [REDACTED] is attending the Effective Writing Course. Mr. [REDACTED] is presently attending the Conference Leadership Course.

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b. Miss [REDACTED] attended the monthly O&M luncheon - meeting at the All States Restaurant.

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c. Messrs [REDACTED] accompanied last weeks trip to the VM Repository.

d. The Mobilization Staff, OP has requested this Staff to install the Subject-Numeric Filing System in that office. Project will begin on Monday.

25X1A9a e. Mr. [REDACTED] briefed Mrs. Phillips, Miss Kempel and Mr. Russell all of National Security Council, on the necessity for, and the advantages received from a Records Management Program. Mrs. Phillips was very interested and stated that she would arrange a meeting for

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Mr. [REDACTED]

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